

# Deborah E. Roberts

## Education

St. Francis de Sales High School

## Trainings

Continuing education workshops specific to grants management, accounting practices, and reporting requirements; software (Fundware and Financial Edge) training; and grants/RFP standards.

## Professional Experience

### Financial Specialist/Accounts Receivable: Finance Department

2003 – Present      *Catholic Social Services, Inc*      *Columbus, Ohio*

- Manages accounts receivable functions including: verifying accounts receivable information for customer billing and donor contributions.
- Monitors accounts receivable to verify recording of payments; issuing credit memos, as necessary; voiding or reissuing invoices; and recording contributions, revenues, or deferred revenues.
- Analyzes accounts to verify that expenses were correctly identified and coded; creates journal entries to correct coding errors, as necessary.
- Maintains a thorough knowledge of all grants in order to consistently apply the reimbursement standards outline in all agency grant agreements.
- Generates monthly, quarterly, semi-annual, and annual invoices in a timely fashion to meet funder requirements.
- Maintains detailed grants management files.
- Prepares program-specific finance reports for agency programs.
- Validates and compiles information needed for the annual preparation of the Schedule of Federal Awards report (OMB-133).

### Grants Manager/Contract Specialist: Finance Department

1992 - 2003      *Catholic Social Services, Inc*      *Columbus Ohio*

- Maintained a thorough knowledge of all grants in order to consistently apply the reimbursement standards outline in all agency grant agreements.
- Created a funding matrix to simplify monitoring of active agency grants.
- Maintained detailed grants management files.
- Generated monthly, quarterly, semi-annual, and annual invoices in a timely fashion to meet funder requirements.
- Validated and compiled information needed for the annual preparation of the Schedule of Federal Awards report (OMB-133).
- Compiled documentation of expenses and units of service for payment of services performed by the agency that complied with the reporting requirements of individual funders.
- Generated individual (private pay) client statements and monitored payments received.
- Prepared program-specific finance reports for agency program directors.
- Analyzed accounts to verify that expenses were correctly identified and coded; created journal entries to correct coding errors, as necessary.
- Prepared bi-weekly money deposit receipts for agency courier and managed the agency petty cash accounts.

### Fiscal Assistant: Finance Department

1987 - 1992      *Catholic Social Services, Inc*      *Columbus, OH*

- Provided administrative support to the CSS Vice President of Finance.
- Assumed responsibility for the agency's Title XX (entitlement) billing process.
- Prepared and distributed annual audit letters to funders.
- Supported numerous annual audits by preparing records for review as each audit was scheduled.

Administrative Assistant: Migration and Refugee Resettlement Services

## References

Available upon request

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*1980 – 1987*

*Catholic Social Services, Inc*

*Columbus, OH*

- Coordinated general administrative support activities for an office of 16 that responded to needs of immigrant and refugee populations.
- Effectively communicated with clients with limited English language skills in order to direct clients to appropriate resources.
- Developed filing systems to efficiently manage the detailed client information requirements of the INS (Immigration/Naturalization Services).